Excel Spreadsheet Template
Instructions for Updating and Editing

Below is a brief description of the terms used in modifying your agency's activity inventory using last year's database. Also included are brief instructions for editing and entering the requested information. Your agency's activity inventory database will be sent in a separate E-mail from your respective budget analyst. This database is to be used in preparing your submission for FY 2008-09.

- **DO NOT** change column widths, any other settings on the spreadsheet or delete hidden rows or columns. Row heights may be adjusted depending on the amount of text entered. Do not attempt to provide more text per activity (in any of the columns) than is allowed through maximum row height expansion**.** Contact your budget analyst if you have any questions about how to adjust row heights.

- Additional rows may be inserted at the end of the Excel spreadsheet for new activities if needed, but only above the Total row. The cells are formatted to "wrap" text automatically.

- Cells containing figures have already been formatted for commas (and decimal places for FTEs and percentages only). Dollar figures should be entered as whole dollars - do not provide a dollar figure that includes cents or reformat the cell so that dollars and cents can be entered. All dollar cells currently have $0 entered. Leave $0 in the cell unless you are changing to specify a dollar amount.

- Do not delete any rows even if an activity has no funding (State, Federal, Other, etc.) for FY 2008-09. Please be aware that you will be required to fully explain if an activity from FY 2007-08 has no funding associated with it for FY 2008-09.

Agency Number, Agency Name & Activity Number: This information is already contained in the respective columns. If additional activities are added at the end of the spreadsheet you may copy the agency name and agency number onto these rows. DO NOT enter or change an existing activity number. New activities will have a unique activity number assigned to them by the Office of State Budget.

Activity Name: Edit or enter text. Give the activity a name. Examples: Adoption Services, Tuition Assistance, Parolee Supervision. Last year's activity names have been provided.

Budgetary Program Number: Edit or enter text. Refer to the program or programs as they appear in the Appropriation Act where the activity is funded. Refer to Roman numeral, letters and numbers. Example: "II. A. 1." in DHEC's budget refers to the Underground Storage Tank subprogram. DO NOT use the eight digit program code found on your detail budget or in your chart of accounts. Last year's data has been provided.

Description: Edit or enter text. Describe the activity in a narrative. An activity is something an organization does to accomplish its goals and objectives. An activity consumes resources and produces a product, service, or result. We basically want to know, "What do you do? For whom do you do it? Why is it valuable?"

An agency's work should be broken down into its discrete functions or services. An activity description that requires several compound sentences or lists to accurately convey the work probably needs to be divided into several separate activities. These descriptions should also state whether the activity is required by state and/or federal law and should include the citation(s). Last year's data has been provided.

Expected Results: Edit or enter text. Describe the outcome expected or desired as a result of performing the activity. Quantitative outcome goals should be included if available and identifiable. If it is not possible to identify or include an appropriate outcome measure at this time, please provide a narrative description of the expected results or benefits of the activity. Examples of some brief expected results include: "Reduce drop-out rates among students", "Improve health care access and quality" and "Provide inmates with skills needed for gainful employment upon release". If the activity is the distribution of pass-through funds, each individual allocation, the entity receiving the funds, and the corresponding total funding amount should be listed within this section. Last year's data has been provided.

Outcome Measures: Enter text. Provide the most recently available actual performance measure(s) for the activity. An outcome is the impact of an agency activity on problems/issues it is designed to address. Outputs (which describe the volume of work accomplished) are acceptable, but less preferred than outcome information. Examples: "Highway deaths per million miles driven were XX.X for 2007, down from XX.X in 1998"; "10,375 students received tuition assistance in 2007". Please take into consideration the types of data requested by the Results Team(s) in previous years when completing this section.

General Funds: Enter a number. Enter the FY 2008-09 State General Fund dollar amount associated with the activity. The cell is already formatted to insert commas. The total for all agency activities must balance to the General Funds figure on the Total Funds and FTEs control sheet provided. DO NOT enter cents or reformat the cells for cents. Leave $0 in the cell if there are no general funds for a particular activity.

Federal Funds: Enter a number. Enter the FY 2008-09 Federal dollar amount associated with the activity. The cell is already formatted to insert commas. The total for all agency activities must balance to the Federal funds figure on the Total Funds and FTEs control sheet provided. Please remember that you will be required to provide an accounting of changes in federal and other funds authorization associated with each activity based on such changes in your FY 2009-10 detail budget submitted this fall. DO NOT enter cents or reformat the cells for cents. Leave $0 in the cell if there are no federal funds for a particular activity.

Federal Match (Y/N): Enter "Y" or "N" depending on if there is a federal match with State General and/or Other funds associated with the activity. Last Year's data has been left in this column and should be updated as necessary.

Match Rate(s): Enter numbers. Indicate the match rate referring to the federal portion first. Example: Most Medicaid programs are matched with 70% federal dollars (30% state match). The agency would enter "70/30" on the template spreadsheet in this column. List all match rates if more than one applies to federal funds associated with the activity. Last Year's data has been left in this column and should be updated as necessary.

Other Funds: Enter a number. Enter the FY 2008-09 Other funds dollar amount associated with the activity. The cell is already formatted to insert commas. The total for all agency activities must balance to the Other Funds figure on the Total Funds and FTEs control sheet provided. **The Other funds figure on this spreadsheet includes Lottery appropriations.** DO NOT enter cents or reformat the cells for cents. Leave $0 in the cell if there are no other funds for a particular activity. Please remember that you will be required to provide an accounting of changes in federal and other funds authorizations associated with each activity based on such changes in your FY 2009-10 detail budget submitted this fall.

Other Funds Subfund No. & Title: Enter text. Enter the four digit subfund number and subfund name (3035 – Operating Revenue, 4973 – Education Improvement Act, etc.) where the other funds supporting this activity are located. If multiple subfunds are involved, indicate the dollar amount from each subfund that contributes to the total amount of other funds for the activity. Last Year's data, including dollar amounts, has been left in this column. Be sure and update as necessary to include balancing to the Other Funds column if more than one subfund is involved.

Health (provisos 90.12 & 21.36) and Nonrecurring (proviso 90.13) Funds: Enter a number. Enter the FY 2008-09 Health and/or Nonrecurring funds dollar amount associated with the activity. The cell is already formatted to insert commas. The total for all agency activities must balance to the total Health and Nonrecurring proviso funds figure on the Total Funds and FTEs control sheet provided. Leave $0 in the cell if there are no Supplemental funds for a particular activity.

Capital Reserve Funds (H.4801): Enter a number. Enter any FY 2007-08 Capital Reserve Fund dollars appropriated in FY 2008-09 for each activity. The cell is already formatted to insert commas. The total for all agency activities must balance to the Capital Reserve Funds figure on the Total Funds and FTEs control sheet provided. Leave $0 in the cell if there are no Capitol Reserve funds for a particular activity.

Total Funds: **Do not enter any data in this column or modify the existing formula**. The spreadsheet has already been formatted to total the dollar figures provided in the preceding columns.

Total FTEs: Enter a number. Indicate the number of total FTEs (regardless of source of funds) associated with carrying-out this activity. Enter a number with two decimal places (Example - 5.25). The cell is already formatted for two decimal places. Total FTEs for the agency must balance to the figure provided on the Total Funds and FTEs control sheet. Leave 0.00 in the cell if there are no FTEs associated with a particular activity.

Activity Administration Percentage: Enter a number. Indicate what percentage of administration costs (as shown in your "Administration" activity) is associated with each activity. The total for the agency must equal 100%. The cells are already formatted for percentages with one decimal place. Leave 0.0% in the cell if there is no percentage associated with a particular activity.

Explanation of New Activity or Activity Not Funded in FY 2008-09: Enter text. Provide an explanation if a new activity is added to last year's database. Such explanations may include "breaking out" an existing activity into numerous other activities. The Office of State Budget will assign a unique activity number to any new activities. Provide an explanation if there are no FY 2008-09 dollar figures associated with an existing activity. Typically this should not occur unless the activity has been discontinued.

Additional Activities: Additional rows can be inserted at the bottom of the spreadsheet (but before the totals) if additional activities need to be added or if an existing activity needs to be disaggregated into numerous activities. Be sure any additional rows added are included in the total formulas.

Please contact your budget analyst if you need any technical assistance or if you have questions concerning the update procedures for your Activity Inventory database.